

At time of hire, County employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

SAN BERNARDINO COUNTY EMPLOYMENT APPLICATION

FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE EXAMINATION PROCESS. BOTH SIDES MUST BE COMPLETED.

1. Announcement Number: _____

Job Title (Indicate the level[s] for which you are applying)

2. Soc. Sec. No. _____ - _____ - _____

3. Your Name:

LastFirstMI

4. Mailing Address:

NumberStreetApt. No.

CityStateZip Code

5. Home Phone: _____ Business or Message Phone: _____

Area CodeArea CodeExtension

FAILURE TO ACCEPT A JOB OR APPEAR FOR AN INTERVIEW MAY RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.

6. Indicate the type of appointment(s) you will accept: A ☐ Full-time position B ☐ Temporary or recurrent position C ☐ Part-time position

7. Indicate the geographic areas where you will work. Refusing a job offer if you check its location below will result in removal from the list.

WEST END

F ☐ Ontario/Chino

G ☐ Rancho Cucamonga

VALLEY

H ☐ San Bernardino/Colton

I ☐ Fontana

J ☐ Redlands/Yucaipa

LOWER DESERT

K ☐ 29 Palms

L ☐ Joshua Tree/
Yucca Valley

UPPER DESERT

N ☐ Victorville

P ☐ Barstow

R ☐ Needles

MOUNTAINS

S ☐ Crestline

T ☐ Lake Arrowhead/
Blue Jay/Twin Peaks

U ☐ Big Bear

V ☐ Running Springs

8. Indicate your availability for the following. Refusing a shift you have selected will result in removal from the list.

A ☐ Day B ☐ Swing C ☐ Night D ☐ Rotating shifts F ☐ Weekend

9a. List any County Departments for which you **do not** wish to be considered:

9b. If there is only **one** department for which you do wish to be considered, put that department here:

10. Bilingual skills: Languages other than English in which fluent: _____ ☐ Write ☐ Speak

11. ☐ I request extra credit as a disabled veteran. (Check with Employment receptionist for requirements - (909) 387-8304.)

12. **As an adult (age 18), have you ever been convicted of a misdemeanor or felony?** ☐ Yes ☐ No **You must complete this section to be considered for the job.** Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.

Date and location of conviction: _____ Penal Code violation number: _____

Explanation (Attach separate sheet, if necessary.): _____

13. How did you learn about this position? Newspaper: _____ Website: _____

Other: _____

14. If this position requires typing and/or shorthand skills, please indicate. Typing speed: _____ Shorthand speed: _____

IF YOU FEEL YOU HAVE NEED FOR SPECIAL TESTING ARRANGEMENTS DUE TO A DISABILITY, CALL (909) 387-8304, TDD (909) 387-6091.

15. CERTIFICATE OF APPLICANT: I certify that all statements made in this entire application, including any attachments, are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (Please print)SignatureDate

Applicant's Internet E-Mail Address and Fax Number, if applicable

- REVERSE SIDE MUST BE COMPLETED -

FOR OFFICIAL USE ONLY (Do not write in this space.)

C Ltr _____
Eligible _____
Ineligible _____ Reason _____
Veterans Preference _____
03-1290-171 Rev.Sep-00

Return to: COUNTY OF SAN BERNARDINO
Employment Division
157 West Fifth Street TDD (909) 387-6091
San Bernardino, CA 92415-0440 (909) 387-8304

AN EQUAL OPPORTUNITY AND ADA COMPLIANT EMPLOYER

SAN BERNARDINO COUNTY HUMAN RESOURCES

Position applied for: _____

Please complete this form for statistical purposes. It will be detached from your application and the information will not be used to make any employment decision which affects you.

Sex: ☐ Female ☐ Male
Age Group: ☐ Under 40 ☐ 40 or over
Education: highest grade completed (1-18): _____
Did you graduate from high school? ☐ Yes ☐ No
If "No", did you receive a GED? ☐ Yes ☐ No

Race/Ethnic Category (*Check one*):

- A. ☐ **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.
- B. ☐ **Black (not of Hispanic origin):** All persons having origins in any of the black racial groups.
- C. ☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- D. ☐ **Asian or Pacific Islanders:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. ☐ **American Indian or Alaska Native:** All persons having origins in any of the original peoples of North America.

16. EXPERIENCE: Provide a complete employment history beginning with your current or most recent job. If additional space is needed, attach a sheet of paper. Do not refer to a résumé. Only those jobs listed will be considered in determining your eligibility. List each job title separately, even if the employer is the same. Incomplete information will result in disqualification.

From (Mo/Day/Yr)

Title of Your Most Recent Position

Company Name

Phone

Name & Title of Immediate Supervisor

To (Mo/Day/Yr)

Number and Street

City

State

Reason for Leaving

Hours Worked Per Week

Description of Duties

FOR OFFICE USE

From (Mo/Day/Yr)

Title of Position

Company Name

Phone

Name & Title of Immediate Supervisor

To (Mo/Day/Yr)

Number and Street

City

State

Reason for Leaving

Hours Worked Per Week

Description of Duties

FOR OFFICE USE

From (Mo/Day/Yr)

Title of Position

Company Name

Phone

Name & Title of Immediate Supervisor

To (Mo/Day/Yr)

Number and Street

City

State

Reason for Leaving

Hours Worked Per Week

Description of Duties

FOR OFFICE USE

17. Please list any other names that you have ever used:

18. Use this space to list license or certificate number and expiration date; other courses, training or education specifically required; or explanation of other items.

19. EDUCATION: (If Job Announcement requires course work in specific areas, attach a list of courses completed.)

College or University (City, State, Country)	Major	Quarter Units Completed _____	Semester Units Completed _____
	Minor	Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed
Graduate Work - College or University (City, State, Country)	Major Field	Quarter Units Completed _____	Semester Units Completed _____
		Type of Degree	<input type="checkbox"/> In progress <input type="checkbox"/> Completed

NOTE: If you believe your civil rights in employment matters have been violated at any time during the course of your consideration for employment, contact the Equal Employment Opportunity Office, 157 West Fifth Street (First Floor), San Bernardino, CA 92415-0440, phone: (909) 387-5582 (do not call this number for general employment or job application information). For employment information call: (909)387-8304.

Applications are accepted only for jobs that are in the open recruitment process. Jobs in the recruitment process are announced on the 24-hour job line, (909) 387-5611, and on the Summary of Employment Opportunities available at the County Employment Division office, and the County website, www.co.san-bernardino.ca.us. Your application must be filed in the Employment Division office by the closing date listed on the job announcement. A separate application must be submitted for

each position, unless otherwise indicated on the announcement. You may apply for as many jobs as you are interested in and qualify for. It is the applicant’s responsibility to obtain and read the announcement.

The Human Resources Director may specify the maximum number of eligible candidates to be processed at each step of the exam process.

If you meet Option I and hold the appropriate degree, indicate so on the application. *Otherwise, list Behavioral Science* coursework as the announcement requires. Copies of unofficial transcripts are acceptable.

Probation Corrections Officer Trainee:

Option 1: Any Associate or Bachelor Degree

Option 2: 60 semester (90 quarter) units of completed college coursework of which 9 semester (14 quarter) units must be in psychology, sociology, criminal justice, or other closely related behavioral science courses

Probation Officer:

Option 1: Any Bachelor Degree or equivalent coursework.

Option 2: 30 semester (45 quarter) units of completed college coursework in psychology, sociology, administration of justice or other closely related behavioral science courses; **at least half must be upper division courses**

College or University (City, State)	Major/Minor	Degree Type (i.e., Associate's, Bachelor's)	Units Completed
		<input type="checkbox"/> In Progress <input type="checkbox"/> Completed	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
		<input type="checkbox"/> In Progress <input type="checkbox"/> Completed	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
		<input type="checkbox"/> In Progress <input type="checkbox"/> Completed	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester

COURSE TITLE	COURSE NUMBER	SCHOOL	Number of Units	
			Semester	Quarter
<u>Example:</u> <i>Concepts of Criminal</i>	<i>ADJUS 100</i>	<i>CSU-San Bernardino</i>		<i>4</i>

CERTIFICATE OF APPLICANT: I certify that the description of coursework above is true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name Social Security Number Signature Date